



Withdrawal from University Flow in MyGJU

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Overview

- ▶ The aim of this presentation is to illustrate the university withdrawal flow in the MyGJU portal/admin [1,2] from the students and registration perspectives.
- ▶ The steps a student follows to withdraw from the university through the MyGJU portal will be illustrated.
- ▶ The presentation will be highlighting the steps involved and the considerations the registrar must take to handle the request effectively.
- ▶ Students can submit withdrawal requests at any time during the academic year, and the registrar can handle these requests throughout the year(i.e. there is No Specific Withdrawal Period).



Students Side

Student Initiates University Withdrawal Request (1)

The screenshot shows the MyGJU student portal. At the top, there is a navigation bar with the MyGJU logo and the university name in Arabic and English. Below the navigation bar, there are several tabs: Profile, Academic Affairs, Financial Affairs, Registration, and Clearance. The 'Academic Affairs' tab is selected. Underneath, there are several icons for different services: Course Sections, Schedules, Teaching Evaluation, Grades, Transcript, German Year, and Other Affairs. The 'Other Affairs' button is highlighted. Below this, there is a section for 'Student Information' with a table of details. At the bottom, there is a list of links under the heading 'Other Affairs'. The link 'Withdrawal From University' is circled in red, and a red arrow points from the text below to this link.

Student Information

Name:	[Redacted]	Student ID:	[Redacted]
Degree:	Bachelor	Enrollment Year:	First 2022/2023
Faculty:	School of Electrical Engineering and Information Technology	Student Status:	Enrolled
Department:	Computer Engineering Department	Clearance Status:	Not Started
Major:	Computer Engineering	Program:	Foreign Certificates-Parallel
Major Track:	General Track	Advisor:	N.A.
Study Plan:	Computer Engineering 2022/2023 Updated	Dual Studies Track:	No
Study Plan Credit Hours:	176	Account Status:	Active

Other Affairs

- [Advisors](#)
- [Erasmus+ Europe](#)
- [Substitute Courses](#)
- [Courses Withdrawal](#)
- [Semesters Withdrawal](#)
- [Withdrawal From University](#)
- [Flag Service Postponements](#)
- [Feedback](#)
- [Vaccination Certificate](#)
- [Student Status](#)
- [Dual Studies](#)
- [Hold Status](#)
- [Study Plan](#)
- [Study Plan versus Transcript](#)
- [Major Transfers](#)
- [Transfer Credit](#)
- [Prerequisite Tests](#)
- [Academic Calendar](#)
- [Remedial Courses Fulfillment](#)
- [Proficiency Exam](#)
- [Library Penalties](#)
- [Disciplinary Penalties](#)
- [Loaned Books](#)

Login to your MyGJU account, click the Academic Affairs tab, click the Other Affairs button, then click the Withdrawal from University link



Student Initiates University Withdrawal Request (2)

Profile Academic Affairs Financial Affairs Registration Clearance

Course Sections Schedules Teaching Evaluation Grades Transcript German Year Other Affairs

Academic Affairs Other Affairs **Withdrawal From University**

University Withdrawal Request			
University Withdrawal Request Semester	Creation Date	Withdrawal From University Semester	Request Status
No records found			

View

Total Rows : 0

Back Add

Click the Add button



Student Initiates University Withdrawal Request (3)



Academic Affairs > Other Affairs > Withdrawal From University > **Add University Withdrawal Request**

University Withdrawal Request Information

Note: Submitting and processing your university withdrawal request may affect your enrolled courses and schedule for this semester.

Registration Semester: Second 2024/2025

Student Note: *

1. Enter note here(mandatory)

Registrar Note:

Back

Submit

2. Click here



Student Initiates University Withdrawal Request (4)

The screenshot displays a web interface for submitting a university withdrawal request. At the top, there are navigation tabs for Course Sections, Schedules, Teaching Evaluation, Grades, Transcript, German Year, and Other Affairs. The breadcrumb trail indicates the path: Academic Affairs > Other Affairs > Withdrawal From University > Add University Withdrawal Request. The main content area is titled "University Withdrawal Request Information" and includes a red warning note: "Note: Submitting and processing your university withdrawal request may affect your enrolled courses and schedule for this semester." Below this, the registration semester is listed as "Second 2024/2025". A "Confirmation" dialog box is overlaid on the page, asking: "Submitting and processing your university withdrawal request may affect your enrolled courses and schedule of this semester, do you want to proceed?" with "Yes" and "No" buttons. A red arrow points from a text box to the "Yes" button. At the bottom of the form, there are "Back" and "Submit" buttons.

Course Sections Schedules Teaching Evaluation Grades Transcript German Year Other Affairs

Academic Affairs > Other Affairs > Withdrawal From University > Add University Withdrawal Request

University Withdrawal Request Information

Note: Submitting and processing your university withdrawal request may affect your enrolled courses and schedule for this semester.

Registration Semester: Second 2024/2025

Confirmation

⚠ Submitting and processing your university withdrawal request may affect your enrolled courses and schedule of this semester, do you want to proceed?

Yes No

Registrar Note:

← Back Submit

This message is to inform the student that submitting and processing this request may impact his currently enrolled schedule. Click 'Yes' to proceed.



Student Initiates University Withdrawal Request (5)

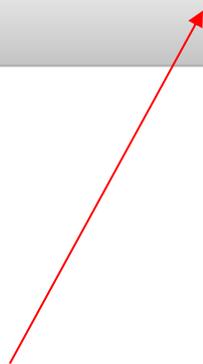
Profile Academic Affairs Financial Affairs Registration Clearance

Course Sections Schedules Teaching Evaluation Grades Transcript German Year Other Affairs

Academic Affairs Other Affairs **Withdrawal From University**

University Withdrawal Request				
	University Withdrawal Request Semester	Creation Date	Withdrawal From University Semester	Request Status
<input type="radio"/>	Second 2024/2025	2025-03-03 11:29:27.0	N.A.	Pending Registration Action

Total Rows : 1



Keep checking the request status in here

Registration Side



Reviewing the University Withdrawal Requests by Registrars (1)



System Setup ▾ Academic Setup ▾ **Students Affairs ▾** Users Affairs ▾ Financial Affairs ▾ Reports ▾

Welcome to your account.

- Admission Applications
- Upload Prerequisite Test Results
- Link Students to Study Plan
- Student Details
- Student Major Transfer
- Registration ▶
- Courses Withdrawal
- Semester Withdrawal
- Withdrawal From University**
- Substitute Courses
- Grades ▶
- Flag Service Postponements
- Graduation ▶
- Students Clearance
- Inactive Students Accounts

? Help Calendar AR Arabic Logout

To process the pending registration action university withdrawal requests:

1. Login to the registration admin application.
2. Navigate to *Students Affairs*
3. Click the *Withdrawal from University* menu item.



Reviewing the University Withdrawal Requests by Registrars (2)

Filtering Criteria

Student ID:

Degree : All

Faculty: All

Department: All

Major: All

Status : Pending Registration Action

Year : All

Semester : All

Withdrawal From University Requests											
(1 of 1)											
	Student ID	Student Name	Degree	Faculty	Major	Academic Status	Request Status	University Withdrawal Request Semester	Withdrawal From University Semester	Creation Date	View
<input type="radio"/>			Bachelor	School of Electrical Engineering and Information Technology	Computer Engineering	Enrolled	Pending Registration Action	Second2024/2025	N.A.	2025-03-03 11:29:27.0	View

Total Rows :1

1. Set the desired filters
2. Click the *Search* button
3. Select a row for a certain student, if any
4. Click the *Approve* button.

Reviewing the University Withdrawal Requests by Registrars (3)

The screenshot shows a web application interface for reviewing withdrawal requests. At the top, there are navigation menus: System Setup, Academic Setup, Students Affairs, Users Affairs, Financial Affairs, and Reports. Below these are filtering criteria for Student ID, Degree, Faculty, Department, Major, and Status (set to 'Pending Registration Action'). There are also dropdowns for Year and Semester, both set to 'All'. A table lists withdrawal requests with columns for Student ID, Student Name, Degree, Faculty, Major, Academic Status, Request Status, Withdrawal Request Semester, From University Semester, Creation Date, and View. A red arrow points to the Student ID link in the first row. A 'Warning' dialog box is overlaid on the table, containing the text: 'Please ensure that the student's schedule for this semester is reviewed prior to processing the withdrawal request.' Below the table are buttons for 'Approve', 'Reject', and 'Export'.

Student ID	Student Name	Degree	Faculty	Major	Academic Status	Request Status	Withdrawal Request Semester	From University Semester	Creation Date	View
[Redacted]	[Redacted]	Bachelor	School of Electrical Engineering and Information Technology	Computer Engineering	Enrolled	Pending Registration Action	Second2024/2025	N.A.	2025-03-03 11:29:27.0	View

- When clicking the 'Approve' button, and if the student has an enrolled schedule, this message will appear to notify the registrar.
- The registrar should review the student's schedule before granting approval. By clicking the student's ID link, you will be directed to the Student Affairs page for further details.



Reviewing the University Withdrawal Requests by Registrars (4)

Student Information

Name:	[Redacted]	Student ID:	[Redacted]
Degree:	Bachelor	Enrollment Year:	First 2022/2023
Faculty:	School of Electrical Engineering and Information Technology	Student Status:	Enrolled
Department:	Computer Engineering Department	Clearance Status:	Not Started
Major:	Computer Engineering	Program:	Foreign Certificates-Parallel
Major Track:	General Track	Advisor:	Omar Hiari
Study Plan:	Computer Engineering 2022/2023 Updated	Dual Studies Track:	No
Study Plan Credit Hours:	176	Account Status:	Active

Student Details

Academic Affairs

Student Information	Study Plan	Student Proof
Admission Files	Schedules	Academic Notes
Student Files	Grades	Major Transfers
Student Status	Transcript	Proficiency Exam
Hold Status	Study Plan versus Transcript Courses	
Statement of Account	Study Plan Hours Exemption	
Student Fee Payments	Registration Exemptions	

Academic Setup

Change Program	Substitute Courses	Edit Transcript
Link to a New Study Plan	Transfer Credit	Withdraw Student Schedule
Compute GPA and Status	Include Excluded Major Transfer Courses	Merge Transcripts
Prerequisite Tests	Remedial Courses Fulfillment	

← Back

Click the 'Withdraw Student Schedule' link to withdraw the student from all their currently enrolled courses.





Reviewing the University Withdrawal Requests by Registrars (5)

Select each course individually and click 'Withdraw'

Student Information

Name: [Redacted]	Student ID: [Redacted]
Degree: Bachelor	Enrollment Year: First 2022/2023
Faculty: School of Electrical Engineering and Information Technology	Student Status: Enrolled
Department: Computer Engineering Department	Clearance Status: Not Started
Major: Computer Engineering	Program: Foreign Certificates-Parallel
Major Track: General Track	Advisor: Omar Hiari
Study Plan: Computer Engineering 2022/2023 Updated	Dual Studies Track: No
Study Plan Credit Hours: 176	Account Status: Active

Student Current Schedule for Second 2024/2025

Section No.	Course ID	Course Name	Credit Hours	Days/Times	Room ID	Instructor	Remark
<input checked="" type="radio"/>	ECE2410	Electronics I Lab	1	Sun 02:00 PM - 04:00 PM	C209	Mustafa Al Shawaqfeh Bilal Flateh	--
<input type="radio"/>	CE452	Network Protocols	3	Mon 11:00 AM - 12:30 PM Wed 11:00 AM - 12:30 PM	M226 M226	Ammar Gharaibeh	--
<input type="radio"/>	CE502	Parallel Architectures and Parallel Algorithms	3	Mon 12:30 PM - 02:00 PM Wed 12:30 PM - 02:00 PM	H102 H102	Salah Al-Deen Safi	--
<input type="radio"/>	ECE241	Electronics I	3	Sun 11:00 AM - 12:30 PM Tue 11:00 AM - 12:30 PM	M328 M328	Mustafa Al Shawaqfeh	--
<input type="radio"/>	CE441	Embedded System Design	3	Mon 08:00 AM - 09:30 AM Wed 08:00 AM - 09:30 AM	H306 H306	Bassam Mohammad	--
<input type="radio"/>	CE592	Senior Project I	1	Fri 08:15 AM - 08:30 AM	M VIRTUAL 38	Ammar Gharaibeh	--
<input type="radio"/>	ENGL1001	Upper Intermediate English	3	Mon 09:30 AM - 11:00 AM Wed 09:30 AM - 11:00 AM	H301 H301	William Lewis	--

Total Credit Hours: 17

Reviewing the University Withdrawal Requests by Registrars (6)

Student Information

Name:	[Redacted]	Student ID:	[Redacted]
Degree:	Bachelor	Enrollment Year:	First 2022/2023
Faculty:	School of Electrical Engineering and Information Technology	Student Status:	Default Postpone
Department:	Computer Engineering Department	Clearance Status:	Not Started
Major:	Computer Engineering	Program:	Foreign Certificates-Parallel
Major Track:	General Track	Advisor:	Omar Hiari
Study Plan:	Computer Engineering 2022/2023 Updated	Dual Studies Track:	No
Study Plan Credit Hours:	176	Account Status:	Active

The selected section was withdrawn successfully

Student Current Schedule for Second 2024/2025								
Section No.	Course ID	Course Name	Credit Hours	Days/Times	Room ID	Instructor	Remark	
<input type="radio"/>	1	CE452	Network Protocols	3	Mon 11:00 AM - 12:30 PM Wed 11:00 AM - 12:30 PM	M226 M226	Ammar Gharaibeh	W
<input type="radio"/>	1	CE502	Parallel Architectures and Parallel Algorithms	3	Mon 12:30 PM - 02:00 PM Wed 12:30 PM - 02:00 PM	H102 H102	Salah Al-Deen Safi	W
<input type="radio"/>	1	ECE241	Electronics I	3	Sun 11:00 AM - 12:30 PM Tue 11:00 AM - 12:30 PM	M328 M328	Mustafa Al Shawaqfeh	W
<input type="radio"/>	1	ECE2410	Electronics I Lab	1	Sun 02:00 PM - 04:00 PM	C209	Mustafa Al Shawaqfeh Bilal Flaieh	W
<input type="radio"/>	1	CE441	Embedded System Design	3	Mon 08:00 AM - 09:30 AM Wed 08:00 AM - 09:30 AM	H306 H306	Bassam Mohammad	W
<input type="radio"/>	2	CE592	Senior Project I	1	Fri 08:15 AM - 08:30 AM	M VIRTUAL 38	Ammar Gharaibeh	W
<input type="radio"/>	11	ENGL1001	Upper Intermediate English	3	Mon 09:30 AM - 11:00 AM Wed 09:30 AM - 11:00 AM	H301 H301	William Lewis	W

Total Credit Hours: 0

Once all courses have been marked with a 'W' (indicating withdrawal), the student's status will automatically change to 'Default Postpone'. Press 'Back' to return to the Withdrawal from University page.



Reviewing the University Withdrawal Requests by Registrars (6)

Filtering Criteria

Student ID: Year:

Degree: Semester:

Faculty:

Department:

Major:

Status:

localhost:45426

Are you sure that you want to approve the withdrawal request?

Student ID	Student Name	Withdrawal From University Semester	Creation Date	View
<input type="text"/>	<input type="text"/>	N.A.	2025-03-03 11:29:27.0	View

Approve Reject Export

Total Rows :1

Print

When clicking the 'Approve' button, the registrar can now directly approve the request. Press 'OK'.



Reviewing the University Withdrawal Requests by Registrars (7)

System Setup ▾ Academic Setup ▾ Students Affairs ▾ Users Affairs ▾ Financial Affairs ▾ Reports ▾

Student Information

Name:	[Redacted]	Student ID:	[Redacted]
Degree:	Bachelor	Enrollment Year:	First 2022/2023
Faculty:	School of Electrical Engineering and Information Technology	Student Status:	Withdrawn From University
Department:	Computer Engineering Department	Clearance Status:	Started
Major:	Computer Engineering	Program:	Foreign Certificates-Parallel
Major Track:	General Track	Advisor:	Omar Hiari
Study Plan:	Computer Engineering 2022/2023 Updated	Dual Studies Track:	No
Study Plan Credit Hours:	176	Account Status:	Active

Student Details

Academic Affairs

Student Information	Study Plan	Student Proof
Admission Files	Schedules	Academic Notes
Student Files	Grades	Major Transfers
Student Status	Transcript	Proficiency Exam
Hold Status	Study Plan versus Transcript Courses	
Statement of Account	Study Plan Hours Exemption	
Student Fee Payments	Registration Exemptions	

Academic Setup

Substitute Courses	Transfer Credit	Prerequisite Tests
Remedial Courses Fulfillment	Edit Student Clearance	

← Back

The student's status will be updated to 'Withdrawn from University,' and the student clearance process will start.

References

1. MyGJU. Available from <https://mygju.gju.edu.jo> [last accessed November 2024].
2. F. Al-Hawari, A. Alufeishat, M. Alshawabkeh, H. Barham, and M. Habahbeh. The software engineering of a three-tier web-based student information system (MyGJU). *Computer Applications in Engineering Education*, 2017 Mar, 25(2):242-263.